

Stop Procrastination NOW!

“The Procrastinator’s Essential Guide to Reclaiming your life by conquering the worst time-stealing attitude”

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Introduction

Dear Reader,

CONGRATULATIONS!

It is a good thing that you have decided to deal with Procrastination by reading this book. (Of course if you have procrastinated, you won't be reading this in the first place.)

Yes, it is true that procrastination is not easy to deal with. I understand that it is also very tempting to read this book half way and decide to read the rest of the book 'later'.

Unfortunately, later always turns into now. And as we feel the pinch of 'now' we try to come up with another later to make ourselves feel better that we will get things done eventually. This disruptive cycle continues until we run into serious problems involving broken relationships, lost income opportunities, or even death through sickness!

It is indeed, very scary to think about the destructive aspects of what the effects of procrastination can have on one's self.

This book is short and simple, straight to the point and practical. If I had written this book too long, half of my readers will probably procrastinate reading the whole thing ☺

In this book, you will learn about:

- What are the causes of Procrastination
- Changing your mindset towards to fight procrastination
- The tactics to manage your time well
- Developing the action habit!

Time is of the essence so let's get started!

Time and Tide waits for no man

You may have heard the term – **time equals money**

Or

A Stitch in time saves nine

Meaning: *it is better to spend a little time to deal with problems or act right now than wait. If you wait until late, things will get worse, and it will take much longer to deal with them.*

Benjamin Franklin once said as well, “You delay, but time doesn’t”

Everyone knows about the importance of time. It is one of the greatest forces in the universe. You cannot see it or feel it or touch it... but of all the forces of nature, it has the greatest effect on us.

Time flies when you’re having fun! (If you are not aware of time) But if you concentrate on time, it slows down to a drastic pace. Especially if you are waiting for an important event in your life.

In spite of all that we know about time, we often lose track of it and are guilty of squandering it one time or another. Simply put:

Procrastination is a thief of time

It is subtle. Really subtle, the way procrastination works.

How innocent it seems, to let the task slip by. Dealing with it the next minute, next hour or the next day or month.

Somehow, we always feel that we have enough time. We know that life gives us its fair share – 24 hours a day to the rich, poor, famous, invalid, busy or lazy person. Time is fair in the sense that we have the choice to do exactly whatever we want with these 24 hours.

You get only 24 hours – not a second more or less.

The Dire Consequences of Procrastination

Why should you fight procrastination with all that you've got?

Here are some examples on how procrastination will lead to something frightening if you are too careless:

If I were to Procrastinate:

- Exercise, it would lead to obesity and hence high blood pressure or diabetes
- Studying for an exam, I would fail in my finals and repeat that college year or even delay my graduation
- Doing my regular checkup at the doctor's, a tumor would grow and develop into cancer
- Correcting a lazy habit, it would lead to a disgruntled boyfriend or girlfriend – who couldn't stand you anymore and breakup in a relationship
- Getting started on my new business, I would get nothing done and give up when I realize how little I've accomplished
- Renewing my driver's license, I might get caught by the police on the day itself when I am driving to get it renewed!

The list goes on, but you get the idea.

The fact is those activities seem like something small and insignificant in the beginning.

Later on, we will explore more areas on how destructive procrastination is and how to deal with it.

Example:

If you watch the show '*click*' starring Adam Sandler, you will notice he plays a character who works day and night but is not willing to spend little time he has organizing his time. He always procrastinates spending time with his children until they are all grown up.

Lesson: Given a choice between family and work, work always wins. As his time spent away from his family accumulates, his kids are all grown up in the blink of an eye and all that he's got is a broken marriage and a burst artery.

The True Value of Time

Ponder with me for a moment.

You may have read this article before as it has been circulated around the Internet in various versions, but the message carry the same meaning:

The Value of Time

To realize

The value of ten years:

Ask a newly divorced couple.

To realize

The value of four years:

Ask a graduate.

To realize

The value of one year:

Ask a student who has failed a final exam.

To realize

The value of nine months:

Ask a mother who gave birth to a stillborn.

To realize

The value of one month:

Ask a mother who has given birth to a premature baby.

To realize

The value of one week:

Ask an editor of a weekly newspaper.

To realize

The value of one minute:

Ask a person who has missed the train, bus or plane.

To realize

The value of one-second:

Ask a person who has survived an accident.

Time waits for no one.

Treasure every moment you have.

If I were in the position of those men and women, I would feel such great loss because of the time and energy spent. This will help us realize the importance if time and help us to understand how procrastination will lead to many dire consequences (like the student who didn't pass his exam or missing the bus/plane)

What Other Problems Are Associated With Procrastination

Procrastination is associated with different symptoms. One of it is namely, delayed gratification.

Delayed gratification is the example of someone sacrificing the pleasures of the present in order for something greater in the future. Experiments have been done on various kids. They tempt a child with a marshmallow telling them that if they are going to put that marshmallow on a plate. If they were to wait 5 minutes, they will be given 10 more marshmallows to enjoy.

A group of kids were tested. Some ate the marshmallow when the scientist turned his back. Others pondered at it expressing stress and eagerness. Others, after struggling for a minute, gave in and ate the marshmallow on the plate.

The kids who have expressed delayed gratification went on to become successful in whatever careers they have ventured into while some of those who ate the first marshmallow performed average in their studies or work.

The point is this: delayed gratification and procrastination are directly correlated with EQ or Emotional Quotient. You may have a high IQ, but a person with low EQ might not get things done even if he has a high IQ.

People tend to procrastinate things when they **refuse to sacrifice the pleasures of PUTTING OFF something so they obtain the pleasure of doing something they like NOW.**

Procrastination is also associated with perfectionism.

It is a tendency that happens with perfectionists because they **won't do anything if they cannot do it 100% right.**

Example:

John is planning to start a business. He has this fantastic idea that will earn him millions. He sat down and started planning for days. He wanted to get all the variables straight.

5 years later, his friend asks him how's business? He replied he never got started. He got paralyzed by many things. He felt the economy was unstable, lack of funds, needed that extra security from his time consuming job, kids were growing, etc...

Lesson: He kept procrastinating without jumping in. He refused to sacrifice the security of *NOW* for the future and kept waiting for the right time. Unfortunately, the right time never came and his ideas vanished into thin air and seemed like a distant dream.

Procrastinations could be Symptoms of Disorders

Procrastination can turn into a huge disorder for some, causing significant psychological disability and dysfunction.

One very prominent mental disorder is called Attention Deficit Disorder or ADD.

A person with ADD has a problem concentrating on doing something and it often results in poor concentration and inability to get something done all the way.

In really extreme cases, ADD or procrastination can cause a person to develop addictions such as internet addiction or computer addiction.

What happens is that this person will develop this compulsive urge by avoiding reality by surfing lots of websites one after another or play computer games non-stop. This is because of the availability of the Internet to allow instant gratification to the user.

Pornography addiction is also prominent as procrastinators always seek to avoid their jobs and get a quick fix. It works like *Crack* or *Speed* except it is online.

Most of these symptoms could be treated by psychiatric diagnoses or mental health professionals.

All these problems are linked closely with procrastination and it adds to the urgency of compulsive procrastinators to deal with their problem before it gets worse.

Example:

Matthew had ADD when he was very young. Instead of seeking treatment, his parents waited until he was very old until he couldn't integrate himself into society. Even if he went for treatment during his 20's he will have to make up for lost time to catch up.

Lesson: Don't be afraid to see a psychiatrist or a psychologist.

Excuses Strengthen Procrastination

Another critical reason why procrastination prevails in most of us is because of the way our mind works.

We all have a guilt complex to different degrees. Some call it the conscience.

When we procrastinate activities that we are supposed to carry out, we tend to rationalize within ourselves whether we have made the right decision or not.

Often, when the conscience prevails, the procrastinator will wind up getting back to work.

People are motivated by gains and avoidance of pain.

In other words, a student is motivated to study either by the rewards of scoring top in his class or he or she is afraid to fail an exam. Studies show that more people study out of fear of loss than out of rewards. We are more motivated by avoidance of pain than by rewards.

Our minds have this logical gate that works well when we are close to the edge of a cliff. However, this procrastinator's mind is crafty. They rationalize their way out of doing something by strengthening the resolve to procrastinate. These 'subtle reasons' are actually called excuses.

"I'll get down on my assignment after football season. I still have 4 weeks anyway!"

"I'll bring the clothes in later, the sky still looks sunny"

"I'll get to the airport in 15 minutes, the traffic isn't that heavy at this time"

We are all familiar with these excuses. But the way to conquer your procrastination habit is to fight fire with fire.

You have to train yourself into giving reasons why it is better to act than to delay.

Busy People Can be the Worst Procrastinators

There is one more group of people that I wish to highlight because it is very easy to overlook these people.

They are the busy bees. Every time you talk to them, they are always busy, busy, busy! They are always running around doing everything else other than the things that they are supposed to do.

One of the reasons why these people are so busy is because they feel that they are superior by appearing to be busy doing so many things. But in reality, they manage their time so poorly that they become inefficient at using their time. Some people even take twice as long as others to get things done.

If you fall into this category, it is very important to take stock of our lives.

There is a subtle but big difference between **DOING THE RIGHT THINGS** and **DOING THE THINGS RIGHT**.

If you always seem to have no time and never seemed to be accomplishing your goals, then you are probably not doing the right things.

Take for example, you could be writing an essay or a report, you can focus on the grammar, correcting the sentence structure or even choosing all the best words for your presentation, but all that effort will be worth nothing if you are **writing off topic**.

Do not be solely activity oriented.

People who are overly activity oriented tend to neglect the results. They focus on the micro and not the macro. You have got to set your sights on the things that matter the most.

Do not get too bogged down by the means that you neglect the ends.

Example:

Jesse is a very activity oriented man. He fills up his day with every activity he can imagine and he feels proud of his busyness. At the end of his career, he looks back to realize that all his time was spent on answering every crisis and dealing with clutter.

Lesson: Doing more doesn't equal accomplishing more. You'll get tired also.

Developing a Sense of Urgency

On the other extreme of the busy bees is the lazy sloth.

If you don't have a sense of urgency in accomplishing things, you have to learn to develop the willpower from scratch.

Our willpower is like our muscles. If you do not exercise it, it will atrophy.

It is a good thing about seeking the solution now but it will be a huge struggle trying to put it into action.

For a start, if your goal is to earn more money but you have no interest in your job or work, you can consider doing something you enjoy. When you can't wait to do something, procrastination is never an issue!

It is not difficult for someone to make money out of doing something they like. If you were to look around you and identify a need, you can compile what you know and sell it to others as information based product.

People love doing something day and night will most probably be knowledgeable about their interest so it shouldn't be a problem.

The most important thing is to get active with something, even if it is not about making money.

Once you get your engine started, you should start getting busy with more and more things so you won't laze around. You will find that you will start attracting more and more things to do.

Someone once said that if I wanted to get a job done, I would hand it to the busiest guy because only busy people get things done!

Motivation is the key

There are many ways to motivate yourself. After all, procrastination is in the mind, so why not trick your mind to fight procrastination?

One of the methods is to make your attitudes your allies. When your attitude is right, our abilities reach a maximum of our effectiveness and you will naturally be motivated to carry out your task well.

You see, the reason why people lack the motivation to act is because they feel they are not up to it sometimes. They feel that they lack the resources or the self-esteem to carry it out and that is why their attitude stinks.

Grow these 3 attitudes and you will have the motivation to overcome the delaying habits in your mind.

- You have to grow the attitude that *I'm activated* or *I'm fired up!*
- You have to grow the attitude that *you are important*
- You have to grow the attitude of *Service First* mentality

Other than that, you have to get up and take action because the first step is the hardest step. Don't expect too much from your first step. It is natural not to get any results from anything when you first start.

The thing about how our minds work is we are also motivated by results that we can SEE.

If you work hard at something, you will see small results at first. Use these results to keep you motivated and work harder at it. As you get more and more results, you will be more and more motivated.

In the end, your motivation towards a higher goal will keep you from procrastination.

Reducing Time Wasting Activities

One of the ways to deal with procrastination is to identify the things that are wasting your time.

One of it is other people.

There are people who incessantly demand for your time day and night and it doesn't stop. You will tend to procrastinate your important duties because of your need to attend to these things.

You cannot avoid these things like feeding your baby, doing the household chores for your mother or getting calls from your boss or your customers.

The key is to manage your time wisely and know what your priorities are by rearranging your schedule so you can determine when your productive time is.

For example:

If you know you have to send the kids to school and you won't have time to exercise, you have to change your habit by waking up earlier in the morning so you can get your exercise done.

If you know that you can't study at home because your house is too small and your siblings offer too much distraction, then wait till they are fast asleep then focus on studying late at night. You can even opt to sleep during the evening when they are awake.

If you need to take your kids on a holiday trip, why not consider painting the shed first instead of putting it off until after the trip when you are tired and lazy to work?

You have to work diligently what are your most frequent time wasters.

Here are some tips that will help you deal with time wasting activities:

- Don't start what you cannot finish. If you do something halfway, you are wasting time on things that don't bring results. It is pointless to start what you can't complete because at the end of the day, you are measured by how much you accomplish, not how many projects you undertake.
- Don't schedule less important work before work that is more important. This is an issue of priority.
- If you are doing too much menial work, try delegating or leveraging on other people. For example, ask your secretary to help you type a letter while you focus on the business aspects.

- Don't do things that can be done with technology – like printers for example.
- Don't keep excessive paperwork
- Don't Respond to every person's requests normally in the office
- Answering every person's phone call is not productive
- Don't spread yourself too thin
- Don't socialize too much when you are transiting between tasks

Put First Things First

Stephen Covey has mentioned in his book – *The 7 Habits of Highly Effective People* a chapter that is crucial in time management.

First, he asks 2 very profound questions:

- (1) *What one thing could you do (you aren't doing now) that if you did on a regular basis, would make a tremendous positive effect in your personal life?*
- (2) *What one thing in your business or professional life would bring similar results?*

The key topic in this chapter is to identify what your priorities are.

Speed without the right direction will only lead you to get the wrong place faster. You will usually wind up procrastinating the things you should REALLY be doing in life.

Covey has stressed that most activities fall into 2 combination of quadrants which is the
IMPORTANT / NOT IMPORTANT quadrant

And

URGENT / NOT URGENT quadrant

There are only 4 outcomes as a result of these combinations.

The important and urgent quadrant consists of tasks which require people to attend to immediately like deadline driven projects, sudden or unexpected crises or problems that require immediate attention

The urgent and not important quadrant consists of tasks which are not important in the long run, but requires immediate attention like telephone calls, email, some reports, some meetings and even certain social functions.

The not urgent and not important quadrant are contains the most time wasting tasks which procrastinators tend to fall into often.

The most important quadrant is the not urgent but important quadrant.

This group requires lots of planning and reorganizing but the results they yield are tremendous. For example, exercise may not seem urgent at the very moment, but long term exercising results in better health and more energy. It can also prevent you from getting burnt out by planning things ahead.

You are the manager of your life.

You are the only person who can ‘boss’ yourself around and make decisions which of your activities are considered your priority in life.

You may think it is trivial, but you must learn to categorize the things you are doing in all the right quadrants. If you usually procrastinate your important tasks for other things like coffee breaks or chatting with your colleagues, put them in the not urgent and not important box to clarify reasons for your involvement.

Inaction causes more procrastination

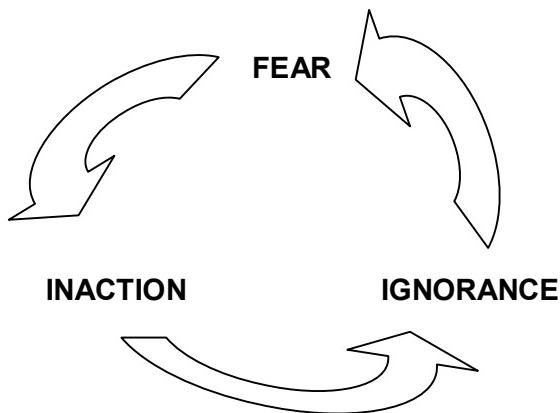
In this chapter, I wish to expose the vicious cycle of inaction:

The reason why people procrastinate is because they fear that they can't do things right. So in other words, fear causes inaction.

When you fail to act, you don't learn anything. So you become ignorant.

When you are ignorant, you develop **MORE FEAR** because you become more afraid on how to act.

THE VICIOUS CYCLE OF INACTION



In the end of the day, your procrastination only causes you to do nothing as it becomes worse and worse.

Here is an example:

Supposed you are 11 years old and you do not know how to order McDonalds. You are afraid that you would say all the wrong things. So you hold yourself back and watch all the kids' line up to buy their food while you wait for your mom to finish shopping before she buys you lunch.

What if you have reached the age of 15 and you are still afraid? It seems far fetched but it can get worse because at the age of 15, you start seeing more and more kids at the age of 11 buying their own McDonalds and your fear intensifies!

You start telling yourself that it is even harder for you to learn now because you are afraid that the 11 year olds would laugh at you.

Chances are people in this situation usually wind up doing nothing for other areas of their lives. We see people telling us **ONE DAY** they will finally learn how to *swim, drive, start an Internet business or learn Chinese...*

Don't put off tomorrow what you can do today!

In the next chapter, I will deal with how to develop the action habit.

Get Into the Action Habit!

Nothing comes merely by thinking about it

There is a big difference between doing it and going to do it (but doesn't). You have to take action!

What is the secret to curing the fear of action? Why the action itself!

It seems funny but once you actually start taking action to do something, you break the ice and things really get easier. It is just like swimming. People who are afraid to swim are often **PUSHED INTO THE POOL** and left alone to struggle until they are unable then they are rescued. Often what happens after they 'survive' is that it is easier for them to learn swimming after that.

Action cures fear!

Once you start taking action, your mind subconsciously pick up signals and start finding solutions instead of excuses on how looking for solutions.

Your solutions start producing results.

Results and encouragement skyrockets your confidence giving you new strength and vitality and will give you the courage to face tougher challenges. You will also learn to make better decisions for the big decisions.

But what about the unexpected? The unforeseen?

There isn't any insurance money can buy from life's circumstances.

The only certainty about life is that it is uncertain because we will never know what will happen tomorrow. However, this is not an excuse not to take action.

There is one law of nature – action must precede action!

Take for example a writer with writer's block.

He sits around all day waiting for inspiration to hit him like a lightning bolt. He wants to be moved before he pens down his next word.

Finally, one day when his deadlines were pressing him, he decided he could wait no more and started writing gibberish on his keyboard.

The next thing he knew, he started correcting and rearranging a few words... words became sentences which became paragraphs and the rest is history.

The writer overcame his writer's block by taking action. He could continue to procrastinate until he got his inspiration but in the end of the day, his inspiration came from within. He got his engine started and nothing could stop him after that.

Never ever wait for others to volunteer to take action before you do. People are passive and negative by nature so if you want to move as a team, it helps if YOU start and get the ball rolling.

What You Say to Yourself

Here is one very important method you must practice to eliminate the procrastinating habit.

You must eliminate destructive or negative vocabulary from your self-talk. Let me elaborate:

When you say you can't, your mind comes up with reasons why things cannot be done even if you are mechanically doing your job.

When you say, "I can't afford it", your subconscious mind actually picks up negative thoughts. It makes the mind lazy. You stop thinking of ways to solve the solution.

You see, the reason why many children do not believe in themselves is because for every yes a child hears, he or she would have listened to 17 **NOs**. Think back how many times you have heard the word no?

Can I go over to Tommy's house? No.

Can I stay up late tonight? No.

I wanna grow up to be an astronaut. Stop dreaming

I wanna earn a million dollars. Not in your lifetime (because the dad isn't a millionaire himself)

That is the reason why people keep on thinking they cannot do it. It is ingrained in their mind.

Negative self-talk must be replaced with positive self-talk.

Instead of saying:

I can't, **say** how can I

I can't afford it, **say** how can we afford it

It's too hard, **say** let's look for alternatives

The economy is bad, **say** let's anticipate a turnaround

I have no skills, **say** I will learn how to do it

I am too young/old, **say** this is the best time for me to start

I have bad luck, **say** I make my OWN luck

I don't have time, **say** I WILL find ways to make time

I am not good enough, **say** I WILL be good enough

It is all part of your self-talk.

You are your own greatest ally or your worst enemy!

Think of your mind like 2 big dogs fighting one another.

A white dog is your positive thoughts and the other is a black ugly dog. They are always fighting one another. Which one wins? **Only the one you feed.**

So if you keep feeding your mind with negative stuff, you will always procrastinate because you believe you can't get things done.

If you feed your mind with positive thoughts, no matter how many negative thoughts you have heard in the past will slowly overcome the negative and you will succeed and take action.

Have very clear goals what you want

Here is a very interesting story about goals:

An archer was shooting an arrow at a target. He was a sharpshooter and one day, someone decided to challenge him by blindfolding his eyes.

Can you imagine how hard it is for him to see the target?

Now... if it is hard to hit a target blindfolded, would it be preposterous to shoot an arrow **if you don't even know what the target looks like?**

That is why goals are important for you.

If you do not have clear goals, most of your activities will usually be wishy-washy without any clear sense of direction.

You will tend to procrastinate if you do not have very clear intentions what you want to do with your TIME.

Sometimes, procrastinators waste time doing ineffective things not because they intentionally want to but because they really don't know themselves what they want to do with your life.

You need a compass to steer your life or else you will be spinning your wheels.

Writing as a visualization tool

One of the most practical applications you can do is to write down a ‘to do’ list.

A list of things to do each day and week is a valuable aid to managing your time and eliminating inefficiency.

What it does is that it helps you organize your thinking and planning into a sheet of paper.

When you write things down on a list, your mind becomes focused (like the example of the archer above). Your subconscious mind starts formulating strategies and creating solutions on how to solve your problem because it is narrowed down to something small and easy to read.

The next step is to segregate into a time sheet what you should do.

Write down each day on a checklist what tasks you should attempt. When you have completed a task, check it off.

If you have procrastinated any tasks, remember to make up some time for it and don’t let that time lapse overflow or you will get discouraged.

Write down your priorities for each day as well.

Make time for each of your activities and be sure to invest time in personal development if you hope to overcome procrastination.

Other Useful Time Management Strategies

For those who aren't big fans of rigid time scheduling, this would help.

You must organize blocks of time where you feel you are the most productive in your day.

You do not necessarily need to wake up really early in the morning. If you want to go for a jog and you are more energetic in the evening, then jog at that time, don't force yourself in the morning.

Identify the times that you are most productive. You must write this down and set it apart from the rest of the day because it will be your main money making activity (or productivity if you are too young for employment).

This time frame will be crucial for you to come up with fantastic ideas, write good reports, research good material and do the best at what you do.

If you make money in writing, then start writing. If you are in to researching, go online or organize your work at that time. If you are running a business online or offline, look for ways to market yourself better or come up with ideas for new products.

You must also allocate time researching your field of work and sort out the daily chores of life.

Make sure these chores or maintenance work as I would like to call it, does NOT clash with your productive time as it causes a lot of confusion on how to get things done.

There is one more time slot that is critical for growth.

You have to allocate some time for reading or self-exploration.

This is the time that is your quiet time for yourself. You can focus on personal development programs such as book reading.

Read books on how to manage your time better, how to be punctual, how to stop wasting time, how to develop an action habit. These will assist in helping you to overcome procrastination.

(Just make sure you do not go overboard with reading or else you are merely procrastinating your main job while being self-deluded that you are improving your personal life.)

Remember to write down your plan for your own reference and do regular checks whether you follow the schedule or not.

Must I do it now?

If you are still reading this far as a procrastinator then I applaud you for your persistence in overcoming your bad habit.

However, all talk and no action is amounts to nothing. Likewise, having all the knowledge without taking action is only self-deception.

You might be feeling very good now because you have ‘mastered’ the steps at dealing with procrastination.

But...

The biggest temptation for you now would probably be putting off writing down your plan or wait until the timing is best or until you have gathered all your material so you can start writing.

**STOP ANALYZING! GRAB A PIECE OF PAPER AND
SCRIBBLE SOMETHING DOWN NOW SO YOU GET THE
ACTION HABIT!**

That was just a wake up call in case we forgot that our purpose here is not to analyze an e-book but rather to get started.

Conclusion

I have said all I have to say about procrastination.

Remember that no one can help you except for yourself. Realize that you have to take responsibility for every aspect of your life.

The bible talks about ‘redeeming’ the time. So don’t procrastinate dealing with procrastination anymore. It could save someone’s life or give someone a better one someday.

So let's get going!

Bonus Resources

The Printable CEO – by David Seah

Concrete Goals Tracker
Instructions available at davidseah.com/printableceo/cgt

I once read that effective executives focus only on tasks that move their company forward; everything else can wait! I made this worksheet to help develop that mindset. Fill in a bubble whenever you get something on the list done!

WORKSHEET CGT 01	CONCRETE GOALS TRACKER	YEAR																																															
When is something Worth Doing?																																																	
WEEK BEGINNING <small>SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY</small>																																																	
2007																																																	
<ul style="list-style-type: none"> 10 It's life-sustaining billable work! 10 It's signing new business! 5 It's publishable code! Ship it! 5 It's sharp visual design! Show it! 5 It's concrete planning or accounting! 2 It's new self-promotion! 2 It's a new article for the blog! 2 It's social or business development! 1 It's maintaining an old relationship! 1 It's making a new relationship! 	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">10x </td> <td style="text-align: center;">5x </td> <td style="text-align: center;">2x </td> <td style="text-align: center;">1x </td> <td style="text-align: center;">= <input type="text"/></td> <td style="text-align: center;">MONDAY</td> </tr> <tr> <td style="text-align: center;">10x </td> <td style="text-align: center;">5x </td> <td style="text-align: center;">2x </td> <td style="text-align: center;">1x </td> <td style="text-align: center;">= <input type="text"/></td> <td style="text-align: center;">TUESDAY</td> </tr> <tr> <td style="text-align: center;">10x </td> <td style="text-align: center;">5x </td> <td style="text-align: center;">2x </td> <td style="text-align: center;">1x </td> <td style="text-align: center;">= <input type="text"/></td> <td style="text-align: center;">WEDNESDAY</td> </tr> <tr> <td style="text-align: center;">10x </td> <td style="text-align: center;">5x </td> <td style="text-align: center;">2x </td> <td style="text-align: center;">1x </td> <td style="text-align: center;">= <input type="text"/></td> <td style="text-align: center;">THURSDAY</td> </tr> <tr> <td style="text-align: center;">10x </td> <td style="text-align: center;">5x </td> <td style="text-align: center;">2x </td> <td style="text-align: center;">1x </td> <td style="text-align: center;">= <input type="text"/></td> <td style="text-align: center;">FRIDAY</td> </tr> <tr> <td style="text-align: center;">10x </td> <td style="text-align: center;">5x </td> <td style="text-align: center;">2x </td> <td style="text-align: center;">1x </td> <td style="text-align: center;">= <input type="text"/></td> <td style="text-align: center;">SATURDAY</td> </tr> <tr> <td style="text-align: center;">10x </td> <td style="text-align: center;">5x </td> <td style="text-align: center;">2x </td> <td style="text-align: center;">1x </td> <td style="text-align: center;">= <input type="text"/></td> <td style="text-align: center;">SUNDAY</td> </tr> <tr> <td colspan="3"></td> <td style="text-align: center;">END OF WEEK</td> <td style="text-align: center;"><input type="text"/></td> <td style="text-align: center;">TOTAL</td> </tr> </table>	10x	5x	2x	1x	= <input type="text"/>	MONDAY	10x	5x	2x	1x	= <input type="text"/>	TUESDAY	10x	5x	2x	1x	= <input type="text"/>	WEDNESDAY	10x	5x	2x	1x	= <input type="text"/>	THURSDAY	10x	5x	2x	1x	= <input type="text"/>	FRIDAY	10x	5x	2x	1x	= <input type="text"/>	SATURDAY	10x	5x	2x	1x	= <input type="text"/>	SUNDAY				END OF WEEK	<input type="text"/>	TOTAL
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Here are some more tips on how to stop procrastination using David Seah's

This is a system that teaches you how to organize a list of tasks and give them value systems. Each value system gives the task a priority where the higher number gives more 'points' and 'rewards' while the lower ones are worth less. Those tasks not worth doing are not even on the list.

On the right side of the page, he tallies up his 'score' and gives him a grand total.

This form of reward system allows you to motivate yourself, check yourself regularly and even assign yourself a reward system where you can even award yourself monetary value, candies, etc...

It is similar to a RPG video game where you 'level up' your 'character' and the point system is liken to experience points.

He says:

"What I need is **executive focus** from a leader that understands how to grow my business, a manager that knows how to motivate me. I once read that the **most**

effective executives ask themselves a simple question: *What can I do to add value to the company?* If the task at hand doesn't add value, then screw it! Do something else that does!"

You can check out his article and download his file here at:

<http://davidseah.com/archives/2005/09/23/the-printable-ceo/>

And

<http://davidseah.com/pub/downloads/pceo/cgt/PCEO-CGT01-Standard.pdf>